

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 24, & 30				1. REQUISITION NUMBER		PAGE 1 OF <b>52</b>					
2. CONTRACT NUMBER		3. AWARD/EFFECTIVE DATE		4. ORDER NUMBER		5. SOLICITATION NUMBER <b>S-BE200-11-Q-0004</b>					
						6. SOLICITATION ISSUE DATE <b>March 30, 2011</b>					
7. FOR SOLICITATION INFORMATION CALL:		a. NAME <b>Johny Helsen</b> e-mail: <b>helsenja@state.gov</b>			b. TELEPHONE NUMBER: <b>02/811.4526</b>		8. OFFER DUE DATE/LOCAL TIME <b>May 10, 11 16.00 hrs</b>				
9. ISSUED BY  <b>AMERICAN EMBASSY</b> <b>Regentlaan 25 Bd. du Régent</b> <b>1000 BRUSSELS</b>				10. THIS ACQUISITION IS  <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE % FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV BUSINESS <input type="checkbox"/> 8(A)  SIC:  SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SEE SCHEDULE		12. DISCOUNT TERMS			
						13a. THIS CONTRACT IS RATED ORDER UNDER DPAS (15 CFR 700)					
						13b. RATING					
						14. METHOD OF SOLICITATION <b>[ X ] RFQ [ ] IFB [ ] RFP</b>					
15. DELIVER TO <b>See 9.</b>				16. ADMINISTERED BY <b>American Embassy - Contracting Officer</b> <b>Regentlaan 25, 1000 Brussels</b>							
17a. CONTRACTOR  <b>TEL: FAX:</b> <b>E-MAIL:</b>				18a. PAYMENT WILL BE MADE BY  <b>American Embassy - FMC</b> <b>Regentlaan 25</b> <b>1000 BRUSSELS</b>							
[ ] 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER				18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a. UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM							
19. ITEM NO.		20. SCHEDULE OF SUPPLIES/SERVICES		21. QUANTITY		22. UNIT		23. UNIT PRICE		24. AMOUNT	
		<b>Purchase/installation of drapes/curtains</b>								<b>€ / year</b>	
25. ACCOUNTING AND APPROPRIATION DATA								26. TOTAL AWARD AMOUNT (For Govt. Use Only)  <b>€</b>			
[ ] 27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED. [ ] 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4. FAR 52.212-5 IS ATTACHED. ADDENDA [ ] ARE [ ] ARE NOT ATTACHED.											
[ ] 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS AND CONDITIONS SPECIFIED HEREIN.						[ ] 29. AWARD OF CONTRACT: REFERENCE OFFER DATED YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS: .					
30a. SIGNATURE OF OFFEROR/CONTRACTOR						31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)					
30b. NAME AND TITLE OF SIGNER (TYPE OR PRINT)				30c. DATE SIGNED		31b. NAME OF CONTRACTING OFFICER  <b>John A. MARTEN</b>				31c. DATE SIGNED	
32a. QUANTITY IN COLUMN 21 HAS BEEN [ ] RECEIVED [ ] INSPECTED [ ] ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED						33. SHIP NUMBER		34. VOUCHER NUMBER		35. AMOUNT VERIFIED CORRECT FOR	
						[ ] PARTIAL [ ] FINAL					
32b. SIGNATURE OF AUTHORIZED GOVT. REPRESENTATIVE						32c. DATE		36. PAYMENT [ ] COMPLETE [ ] PARTIAL [ ] FINAL			
								37. CHECK NUMBER			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT						38. S/R ACCOUNT NUMBER		39. S/R VOUCHER NUMBER		40. PAID BY	
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER						41c. DATE		42b. RECEIVED AT (Location)			
						42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS			

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## SECTION 1 - THE SCHEDULE

### CONTINUATION TO SF-1449

#### RFQ NUMBER S-BE200-11-Q-0004 - PRICES, BLOCK 23

##### 1. SCOPE OF SERVICES

- a) The contractor shall furnish and install curtains and drapes for housing units located throughout the Brussels' area. The price listed below shall include all labor, materials, insurance (see FAR 52.228-4 and 52.228-5), overhead, and profit.
- b) After contract award the Contracting Officer shall issue a Notice to Proceed. The Notice to Proceed will establish a date (a minimum of ten [10] days from start date listed in Notice to Proceed unless the Contractor agrees to an earlier date) on which performance shall start. The contract will be for a one-year period from the date of the contract award and continuing for 12 months, with 4 one-year options to renew. The initial period of performance includes any transition period authorized under the contract.
- c) The Government will order all work by issuing task orders.
- d) This is an indefinite-delivery indefinite-quantity type contract under which may be placed firm-fixed price task orders.

##### 2. TYPE OF CONTRACT

This one-year contract with 4 (four) one-year option periods, which results from the Request For Quotations (RFQ), will be a firm and fixed priced Indefinite Quantity/Indefinite Delivery (IDIQ) type contract.

##### 3. PRICE OF SERVICES

All services ordered under this contract shall be charged in accordance with the prices listed in this contract. Prices shall remain firm and fixed for the entire duration of the contract.

All prices are in local currency and the Government will make payments in local currency.

**As the Government is exempted of all taxes, the prices listed are net and should not contain any taxes.**

##### IMPORTANT:

**For the contractor-provided fabrics, your offer should include the price for measuring, production and installation.**  
**For the fabric supplied by the Government, your offer should include the price for measuring, production and installation as well as the price for pick-up of the fabric at US Government's premises.**

**The estimated quantities listed are estimates only and the Government does not guarantee that such quantities will be ordered.**

### 3.1. BASE PERIOD

The Contractor shall provide the services shown below for the base period of the contract, starting on the date stated in the Notice to Proceed and continuing for a period of 12 months. The fixed unit and total prices for the estimated quantities for each category are:

#### 3.1.1. FABRIC SUPPLIED BY THE CONTRACTOR

##### DRAPES IN LIVING-, DININGROOMS AND KITCHENS

<b><u>BRAND/MAKE</u></b>	<b><u>HEIGHT</u></b>	<b><u>PRICE/ meter</u></b>	<b><u>EST. Quantity</u></b>	<b><u>TOTAL PRICE</u></b>
ADO ref 1462, 100% polyester, color no 35	220 cm	€ _____	400 m	€ _____
ADO ref 1462, 100% polyester, color no 35	270 cm	€ _____	200 m	€ _____
ADO ref 1462, 100% polyester, color no 35	295 cm	€ _____	200 m	€ _____
ADO ref 1495/40	220 cm	€ _____	75 m	€ _____
ADO ref 1495/40	270 cm	€ _____	75 m	€ _____
ADO ref 1495/40	300 cm	€ _____	75 m	€ _____

**Production** method ONLY FOR EMBASSY SUPPLIED FABRICS:  
unlined, 200 % fold, by using:

<b><u>BRAND/MAKE</u></b>	<b><u>PRICE/ meter</u></b>	<b><u>EST. Quantity</u></b>	<b><u>TOTAL PRICE</u></b>
Thervoil 45	€ _____	750 m	€ _____
Bulcrame (double pleats)	€ _____	750 m	€ _____

## DRAPES IN BED/BATHROOMS AND FAMILY ROOMS

BRAND/MAKE	HEIGHT	PRICE/ meter	EST. Quantity	TOTAL PRICE
ADO, ref 1390, 100% polyester, with blackout	145 cm	€ _____	300 m	€ _____
ADO, ref 1390, 100% polyester, with blackout	220 cm	€ _____	400 m	€ _____
ADO, ref 1390, 100% polyester, with blackout	270 cm	€ _____	400 m	€ _____
ADO, ref 1390, 100% polyester, with blackout	295 cm	€ _____	400 m	€ _____
DELIUS, Satin, Blackout curtains Unlined, 130% fold	300 cm	€ _____	500 m	€ _____

**Production** method, unlined, 150 % fold, by using:

BRAND/MAKE	PRICE/ meter	EST. Quantity	TOTAL PRICE
Thervoil 45	€ _____	500 m	€ _____
Bulcrame (single pleats)	€ _____	500 m	€ _____

## SHEER CURTAINS

**Fabrics:** Tergal Plein Jour - hem OS - Color white

HEIGHT	PRICE/meter	EST. Quantity	TOTAL PRICE
180 cm	€ _____	700 m	€ _____
220 cm	€ _____	300 m	€ _____
245 cm	€ _____	300 m	€ _____
275 cm	€ _____	100 m	€ _____
300 cm	€ _____	50 m	€ _____

**Production:** ONLY FOR EMBASSY PROVIDED FABRICS: flat pleats, 250 % fold:

PRICE/running meter	EST. quantity	TOTAL PRICE
€ _____	1,000	€ _____

**3.1.2. FABRIC SUPPLIED BY THE EMBASSY**DRAPES IN LIVING AND/OR DININGROOMS**Production** method, unlined, 200 % fold, by using:

<b>BRAND/MAKE</b>	<b>PRICE/ meter</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
Thervoil 45	€ _____	250 m	€ _____
Bulcrame (double pleats)	€ _____	250 m	€ _____

DRAPES IN BEDROOMS, KITCHENS AND FAMILY ROOMS:**Production** method, unlined, 150 % fold, by using:

<b>BRAND/MAKE</b>	<b>PRICE/meter</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
Thervoil 45	€ _____	250 m	€ _____
Bulcrame (single pleats)	€ _____	250 m	€ _____

**Cost of fabric and production** of BLACK OUT curtains:

	<b>WIDTH</b>	<b>PRICE/panel</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
Blackout curtain, unlined, 130% fold	140 cm	€ _____	500 m	€ _____

SHEER CURTAINS**Production** method, flat pleats, 250 % fold, WITH HEM, by using:

<b>BRAND/MAKE</b>	<b>PRICE/running meter</b>	<b>Estimated Quantity</b>	<b>TOTAL PRICE</b>
Thervoil 25	€ _____	100 m	€ _____

## 3.1.3. ACCESSORIES

			<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
<b>RAILS (including Hooks)</b>	Plastic	€ ____/meter	50	€ ____
	Metal	€ ____/meter	50	€ ____
	'sur équerre en alu'	€ ____/meter	40	€ ____
<b>RODS (with rings)</b>	Plastic (28 mm)	€ ____/meter	40	€ ____
	Plastic (35 mm)	€ ____/meter	40	€ ____
	Wooden (28 mm)	€ ____/meter	40	€ ____
	Wooden (35 mm)	€ ____/meter	40	€ ____
<b>INSTALLATION of Rails/rods</b>	Rails	€ ____/rail	150	€ ____
	Rods	€ ____/rod	150	€ ____
<b>CURTAIN PULLS</b>	Metal	€ ____/piece	300	€ ____

## 3.1.4. STORES (for roof-windows in bathrooms and/or bedrooms)

Prices cover purchase and installation

<b>BRAND/MAKE</b>	<b>Width x Height</b>	<b>PRICE</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
Velux DKL (black out) for GGL3	94 x 160 cm	€ ____	10	€ ____
Velux DKL (black out) for GGL4	114 x 118 cm	€ ____	10	€ ____
Velux PAL (venitian, manual) for GGL3	94 x 160 cm	€ ____	10	€ ____
Velux PAL (venitian, manual) for GGL4	114 x 118 cm	€ ____	10	€ ____
Venitian blinds	60 x 100 cm	€ ____ / m2	20	€ ____
Vertical blinds	250 x 200 cm (lamel: 127 mm wide)	€ ____ / m2	10	€ ____

## 3.1.5. MINIMUM/MAXIMUM

During the effective period of the contract, including any options, which may be exercised, the Government shall order at least € 5,000.00 of services per year.

The total amount of all orders placed under this contract, including any options, which may be exercised, shall not exceed € 90,000.00 of services per year.

### 3.2. FIRST OPTION YEAR PERIOD

The Contractor shall provide the services shown below for the base period of the contract, starting on the date stated in the Notice to Proceed and continuing for a period of 12 months. The fixed unit prices, estimated quantities for each category are:

#### 3.2.1. FABRIC SUPPLIED BY THE CONTRACTOR

##### DRAPES IN LIVING-, DININGROOMS AND KITCHENS

<b><u>BRAND/MAKE</u></b>	<b><u>HEIGHT</u></b>	<b><u>PRICE/ meter</u></b>	<b><u>EST. Quantity</u></b>	<b><u>TOTAL PRICE</u></b>
ADO ref 1462, 100% polyester, color no 35	220 cm	€ _____	400 m	€ _____
ADO ref 1462, 100% polyester, color no 35	270 cm	€ _____	200 m	€ _____
ADO ref 1462, 100% polyester, color no 35	295 cm	€ _____	200 m	€ _____
ADO ref 1495/40	220 cm	€ _____	75 m	€ _____
ADO ref 1495/40	270 cm	€ _____	75 m	€ _____
ADO ref 1495/40	300 cm	€ _____	75 m	€ _____

**Production** method ONLY FOR EMBASSY SUPPLIED FABRICS:  
unlined, 200 % fold, by using:

<b><u>BRAND/MAKE</u></b>	<b><u>PRICE/ meter</u></b>	<b><u>EST. Quantity</u></b>	<b><u>TOTAL PRICE</u></b>
Thervoil 45	€ _____	750 m	€ _____
Bulcrame (double pleats)	€ _____	750 m	€ _____



DRAPES IN BED/BATHROOMS AND FAMILY ROOMS

<b>BRAND/MAKE</b>	<b>HEIGHT</b>	<b>PRICE/ meter</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
ADO, ref 1390, 100% polyester, with blackout	145 cm	€ _____	300 m	€ _____
ADO, ref 1390, 100% polyester, with blackout	220 cm	€ _____	400 m	€ _____
ADO, ref 1390, 100% polyester, with blackout	270 cm	€ _____	400 m	€ _____
ADO, ref 1390, 100% polyester, with blackout	295 cm	€ _____	400 m	€ _____
DELIUS, Satin, Blackout curtains Unlined, 130% fold	300 cm	€ _____	500 m	€ _____

**Production** method, unlined, 150 % fold, by using:

<b>BRAND/MAKE</b>	<b>PRICE/ meter</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
Thervoil 45	€ _____	500 m	€ _____
Bulcrame (single pleats)	€ _____	500 m	€ _____

SHEER CURTAINS

**Fabrics:** Tergal Plein Jour - hem OS - Color white

<b><u>HEIGHT</u></b>	<b><u>PRICE/meter</u></b>	<b><u>EST. Quantity</u></b>	<b><u>TOTAL PRICE</u></b>
180 cm	€ _____	700 m	€ _____
220 cm	€ _____	300 m	€ _____
245 cm	€ _____	300 m	€ _____
275 cm	€ _____	100 m	€ _____
300 cm	€ _____	50 m	€ _____

**Production:** **ONLY FOR EMBASSY PROVIDED FABRICS**: flat pleats, 250 % fold:

<b><u>PRICE/running meter</u></b>	<b><u>EST. quantity</u></b>	<b><u>TOTAL PRICE</u></b>
€ _____	1,000	€ _____

**3.2.2. FABRIC SUPPLIED BY THE EMBASSY**DRAPES IN LIVING AND/OR DININGROOMS

**Production** method, unlined, 200 % fold, by using:

<b>BRAND/MAKE</b>	<b>PRICE/ meter</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
Thervoil 45	€ _____	250 m	€ _____
Bulcrame (double pleats)	€ _____	250 m	€ _____

DRAPES IN BEDROOMS, KITCHENS AND FAMILY ROOMS:

**Production** method, unlined, 150 % fold, by using:

<b>BRAND/MAKE</b>	<b>PRICE/meter</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
Thervoil 45	€ _____	250 m	€ _____
Bulcrame (single pleats)	€ _____	250 m	€ _____

**Cost of fabric and production** of BLACK OUT curtains:

	<b>WIDTH</b>	<b>PRICE/panel</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
Blackout curtain, unlined, 130% fold	140 cm	€ _____	500 m	€ _____

SHEER CURTAINS

**Production** method, flat pleats, 250 % fold, WITH HEM, by using:

<b>BRAND/MAKE</b>	<b>PRICE/running meter</b>	<b>Estimated Quantity</b>	<b>TOTAL PRICE</b>
Thervoil 25	€ _____	100 m	€ _____

## 3.2.3. ACCESSORIES

			<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
<b>RAILS (including Hooks)</b>	Plastic	€ ____/meter	50	€ ____
	Metal	€ ____/meter	50	€ ____
	'sur équerre en alu'	€ ____/meter	40	€ ____
<b>RODS (with rings)</b>	Plastic (28 mm)	€ ____/meter	40	€ ____
	Plastic (35 mm)	€ ____/meter	40	€ ____
	Wooden (28 mm)	€ ____/meter	40	€ ____
	Wooden (35 mm)	€ ____/meter	40	€ ____
<b>INSTALLATION of Rails/rods</b>	Rails	€ ____/rail	150	€ ____
	Rods	€ ____/rod	150	€ ____
<b>CURTAIN PULLS</b>	Metal	€ ____/piece	300	€ ____

## 3.2.4. STORES (for roof-windows in bathrooms and/or bedrooms)

Prices cover purchase and installation

<b>BRAND/MAKE</b>	<b>Width x Height</b>	<b>PRICE</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
Velux DKL (black out) for GGL3	94 x 160 cm	€ ____	10	€ ____
Velux DKL (black out) for GGL4	114 x 118 cm	€ ____	10	€ ____
Velux PAL (venitian, manual) for GGL3	94 x 160 cm	€ ____	10	€ ____
Velux PAL (venitian, manual) for GGL4	114 x 118 cm	€ ____	10	€ ____
Venitian blinds	60 x 100 cm	€ ____ / m2	20	€ ____
Vertical blinds	250 x 200 cm (lamel: 127 mm wide)	€ ____ / m2	10	€ ____

## 3.2.5. MINIMUM/MAXIMUM

During the effective period of the contract, including any options, which may be exercised, the Government shall order at least € 5,000.00 of services per year.

The total amount of all orders placed under this contract, including any options, which may be exercised, shall not exceed € 90,000.00 of services per year.

### 3.3. SECOND OPTION YEAR PERIOD

The Contractor shall provide the services shown below for the base period of the contract, starting on the date stated in the Notice to Proceed and continuing for a period of 12 months. The fixed unit prices, estimated quantities for each category are:

#### 3.3.1. FABRIC SUPPLIED BY THE CONTRACTOR

##### DRAPES IN LIVING-, DININGROOMS AND KITCHENS

<b><u>BRAND/MAKE</u></b>	<b><u>HEIGHT</u></b>	<b><u>PRICE/ meter</u></b>	<b><u>EST. Quantity</u></b>	<b><u>TOTAL PRICE</u></b>
ADO ref 1462, 100% polyester, color no 35	220 cm	€ _____	400 m	€ _____
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ADO ref 1462, 100% polyester, color no 35	295 cm	€ _____	200 m	€ _____
ADO ref 1495/40	220 cm	€ _____	75 m	€ _____
ADO ref 1495/40	270 cm	€ _____	75 m	€ _____
ADO ref 1495/40	300 cm	€ _____	75 m	€ _____

**Production** method ONLY FOR EMBASSY SUPPLIED FABRICS:  
unlined, 200 % fold, by using:

<b><u>BRAND/MAKE</u></b>	<b><u>PRICE/ meter</u></b>	<b><u>EST. Quantity</u></b>	<b><u>TOTAL PRICE</u></b>
Thervoil 45	€ _____	750 m	€ _____
Bulcrame (double pleats)	€ _____	750 m	€ _____

## DRAPES IN BED/BATHROOMS AND FAMILY ROOMS

BRAND/MAKE	HEIGHT	PRICE/ meter	EST. Quantity	TOTAL PRICE
ADO, ref 1390, 100% polyester, with blackout	145 cm	€ _____	300 m	€ _____
ADO, ref 1390, 100% polyester, with blackout	220 cm	€ _____	400 m	€ _____
ADO, ref 1390, 100% polyester, with blackout	270 cm	€ _____	400 m	€ _____
ADO, ref 1390, 100% polyester, with blackout	295 cm	€ _____	400 m	€ _____
DELIUS, Satin, Blackout curtains Unlined, 130% fold	300 cm	€ _____	500 m	€ _____

**Production** method, unlined, 150 % fold, by using:

BRAND/MAKE	PRICE/ meter	EST. Quantity	TOTAL PRICE
Thervoil 45	€ _____	500 m	€ _____
Bulcrame (single pleats)	€ _____	500 m	€ _____

## SHEER CURTAINS

**Fabrics:** Tergal Plein Jour - hem OS - Color white

HEIGHT	PRICE/meter	EST. Quantity	TOTAL PRICE
180 cm	€ _____	700 m	€ _____
220 cm	€ _____	300 m	€ _____
245 cm	€ _____	300 m	€ _____
275 cm	€ _____	100 m	€ _____
300 cm	€ _____	50 m	€ _____

**Production:** ONLY FOR EMBASSY PROVIDED FABRICS: flat pleats, 250 % fold:

PRICE/running meter	EST. quantity	TOTAL PRICE
€ _____	1,000	€ _____

**3.3.2. FABRIC SUPPLIED BY THE EMBASSY**DRAPES IN LIVING AND/OR DININGROOMS

**Production** method, unlined, 200 % fold, by using:

<b>BRAND/MAKE</b>	<b>PRICE/ meter</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
Thervoil 45	€ _____	250 m	€ _____
Bulcrame (double pleats)	€ _____	250 m	€ _____

DRAPES IN BEDROOMS, KITCHENS AND FAMILY ROOMS:

**Production** method, unlined, 150 % fold, by using:

<b>BRAND/MAKE</b>	<b>PRICE/meter</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
Thervoil 45	€ _____	250 m	€ _____
Bulcrame (single pleats)	€ _____	250 m	€ _____

**Cost of fabric and production** of BLACK OUT curtains:

	<b>WIDTH</b>	<b>PRICE/panel</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
Blackout curtain, unlined, 130% fold	140 cm	€ _____	500 m	€ _____

SHEER CURTAINS

**Production** method, flat pleats, 250 % fold, WITH HEM, by using:

<b>BRAND/MAKE</b>	<b>PRICE/running meter</b>	<b>Estimated Quantity</b>	<b>TOTAL PRICE</b>
Thervoil 25	€ _____	100 m	€ _____

## 3.3.3. ACCESSORIES

			<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
<b>RAILS (including Hooks)</b>	Plastic	€ ____/meter	50	€ ____
	Metal	€ ____/meter	50	€ ____
	'sur équerre en alu'	€ ____/meter	40	€ ____
<b>RODS (with rings)</b>	Plastic (28 mm)	€ ____/meter	40	€ ____
	Plastic (35 mm)	€ ____/meter	40	€ ____
	Wooden (28 mm)	€ ____/meter	40	€ ____
	Wooden (35 mm)	€ ____/meter	40	€ ____
<b>INSTALLATION of Rails/rods</b>	Rails	€ ____/rail	150	€ ____
	Rods	€ ____/rod	150	€ ____
<b>CURTAIN PULLS</b>	Metal	€ ____/piece	300	€ ____

## 3.3.4. STORES (for roof-windows in bathrooms and/or bedrooms)

Prices cover purchase and installation

<b>BRAND/MAKE</b>	<b>Width x Height</b>	<b>PRICE</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
Velux DKL (black out) for GGL3	94 x 160 cm	€ ____	10	€ ____
Velux DKL (black out) for GGL4	114 x 118 cm	€ ____	10	€ ____
Velux PAL (venitian, manual) for GGL3	94 x 160 cm	€ ____	10	€ ____
Velux PAL (venitian, manual) for GGL4	114 x 118 cm	€ ____	10	€ ____
Venitian blinds	60 x 100 cm	€ ____ / m2	20	€ ____
Vertical blinds	250 x 200 cm (lamel: 127 mm wide)	€ ____ / m2	10	€ ____

## 3.3.5. MINIMUM/MAXIMUM

During the effective period of the contract, including any options, which may be exercised, the Government shall order at least € 5,000.00 of services per year.

The total amount of all orders placed under this contract, including any options, which may be exercised, shall not exceed € 90,000.00 of services per year.

### 3.4. THIRD OPTION YEAR PERIOD

The Contractor shall provide the services shown below for the base period of the contract, starting on the date stated in the Notice to Proceed and continuing for a period of 12 months. The fixed unit prices, estimated quantities for each category are:

#### 3.4.1. FABRIC SUPPLIED BY THE CONTRACTOR

##### DRAPES IN LIVING-, DININGROOMS AND KITCHENS

<b><u>BRAND/MAKE</u></b>	<b><u>HEIGHT</u></b>	<b><u>PRICE/ meter</u></b>	<b><u>EST. Quantity</u></b>	<b><u>TOTAL PRICE</u></b>
ADO ref 1462, 100% polyester, color no 35	220 cm	€ _____	400 m	€ _____
ADO ref 1462, 100% polyester, color no 35	270 cm	€ _____	200 m	€ _____
ADO ref 1462, 100% polyester, color no 35	295 cm	€ _____	200 m	€ _____
ADO ref 1495/40	220 cm	€ _____	75 m	€ _____
ADO ref 1495/40	270 cm	€ _____	75 m	€ _____
ADO ref 1495/40	300 cm	€ _____	75 m	€ _____

**Production** method ONLY FOR EMBASSY SUPPLIED FABRICS:  
unlined, 200 % fold, by using:

<b><u>BRAND/MAKE</u></b>	<b><u>PRICE/ meter</u></b>	<b><u>EST. Quantity</u></b>	<b><u>TOTAL PRICE</u></b>
Thervoil 45	€ _____	750 m	€ _____
Bulcrame (double pleats)	€ _____	750 m	€ _____



DRAPES IN BED/BATHROOMS AND FAMILY ROOMS

<b>BRAND/MAKE</b>	<b>HEIGHT</b>	<b>PRICE/ meter</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
ADO, ref 1390, 100% polyester, with blackout	145 cm	€ _____	300 m	€ _____
ADO, ref 1390, 100% polyester, with blackout	220 cm	€ _____	400 m	€ _____
ADO, ref 1390, 100% polyester, with blackout	270 cm	€ _____	400 m	€ _____
ADO, ref 1390, 100% polyester, with blackout	295 cm	€ _____	400 m	€ _____
DELIUS, Satin, Blackout curtains Unlined, 130% fold	300 cm	€ _____	500 m	€ _____

**Production** method, unlined, 150 % fold, by using:

<b>BRAND/MAKE</b>	<b>PRICE/ meter</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
Thervoil 45	€ _____	500 m	€ _____
Bulcrame (single pleats)	€ _____	500 m	€ _____

SHEER CURTAINS

**Fabrics:** Tergal Plein Jour - hem OS - Color white

<b><u>HEIGHT</u></b>	<b><u>PRICE/meter</u></b>	<b><u>EST. Quantity</u></b>	<b><u>TOTAL PRICE</u></b>
180 cm	€ _____	700 m	€ _____
220 cm	€ _____	300 m	€ _____
245 cm	€ _____	300 m	€ _____
275 cm	€ _____	100 m	€ _____
300 cm	€ _____	50 m	€ _____

**Production:** **ONLY FOR EMBASSY PROVIDED FABRICS**: flat pleats, 250 % fold:

<b><u>PRICE/running meter</u></b>	<b><u>EST. quantity</u></b>	<b><u>TOTAL PRICE</u></b>
€ _____	1,000	€ _____

**3.4.2. FABRIC SUPPLIED BY THE EMBASSY****DRAPES IN LIVING AND/OR DININGROOMS****Production** method, unlined, 200 % fold, by using:

<b>BRAND/MAKE</b>	<b>PRICE/ meter</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
Thervoil 45	€ _____	250 m	€ _____
Bulcrame (double pleats)	€ _____	250 m	€ _____

**DRAPES IN BEDROOMS, KITCHENS AND FAMILY ROOMS:****Production** method, unlined, 150 % fold, by using:

<b>BRAND/MAKE</b>	<b>PRICE/meter</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
Thervoil 45	€ _____	250 m	€ _____
Bulcrame (single pleats)	€ _____	250 m	€ _____

**Cost of fabric and production** of BLACK OUT curtains:

	<b>WIDTH</b>	<b>PRICE/panel</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
Blackout curtain, unlined, 130% fold	140 cm	€ _____	500 m	€ _____

**SHEER CURTAINS****Production** method, flat pleats, 250 % fold, WITH HEM, by using:

<b>BRAND/MAKE</b>	<b>PRICE/running meter</b>	<b>Estimated Quantity</b>	<b>TOTAL PRICE</b>
Thervoil 25	€ _____	100 m	€ _____

## 3.4.3. ACCESSORIES

			<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
<b>RAILS (including Hooks)</b>	Plastic	€ ____/meter	50	€ ____
	Metal	€ ____/meter	50	€ ____
	'sur équerre en alu'	€ ____/meter	40	€ ____
<b>RODS (with rings)</b>	Plastic (28 mm)	€ ____/meter	40	€ ____
	Plastic (35 mm)	€ ____/meter	40	€ ____
	Wooden (28 mm)	€ ____/meter	40	€ ____
	Wooden (35 mm)	€ ____/meter	40	€ ____
<b>INSTALLATION of Rails/rods</b>	Rails	€ ____/rail	150	€ ____
	Rods	€ ____/rod	150	€ ____
<b>CURTAIN PULLS</b>	Metal	€ ____/piece	300	€ ____

## 3.4.4. STORES (for roof-windows in bathrooms and/or bedrooms)

Prices cover purchase and installation

<b>BRAND/MAKE</b>	<b>Width x Height</b>	<b>PRICE</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
Velux DKL (black out) for GGL3	94 x 160 cm	€ ____	10	€ ____
Velux DKL (black out) for GGL4	114 x 118 cm	€ ____	10	€ ____
Velux PAL (venitian, manual) for GGL3	94 x 160 cm	€ ____	10	€ ____
Velux PAL (venitian, manual) for GGL4	114 x 118 cm	€ ____	10	€ ____
Venitian blinds	60 x 100 cm	€ ____ / m2	20	€ ____
Vertical blinds	250 x 200 cm (lamel: 127 mm wide)	€ ____ / m2	10	€ ____

## 3.4.5. MINIMUM/MAXIMUM

During the effective period of the contract, including any options, which may be exercised, the Government shall order at least € 5,000.00 of services per year.

The total amount of all orders placed under this contract, including any options, which may be exercised, shall not exceed € 90,000.00 of services per year.

### 3.5. **FOURTH (final) OPTION YEAR PERIOD**

The Contractor shall provide the services shown below for the base period of the contract, starting on the date stated in the Notice to Proceed and continuing for a period of 12 months. The fixed unit prices, estimated quantities for each category are:

#### 3.5.1. **FABRIC SUPPLIED BY THE CONTRACTOR**

##### DRAPES IN LIVING-, DININGROOMS AND KITCHENS

<b><u>BRAND/MAKE</u></b>	<b><u>HEIGHT</u></b>	<b><u>PRICE/ meter</u></b>	<b><u>EST. Quantity</u></b>	<b><u>TOTAL PRICE</u></b>
ADO ref 1462, 100% polyester, color no 35	220 cm	€ _____	400 m	€ _____
ADO ref 1462, 100% polyester, color no 35	270 cm	€ _____	200 m	€ _____
ADO ref 1462, 100% polyester, color no 35	295 cm	€ _____	200 m	€ _____
ADO ref 1495/40	220 cm	€ _____	75 m	€ _____
ADO ref 1495/40	270 cm	€ _____	75 m	€ _____
ADO ref 1495/40	300 cm	€ _____	75 m	€ _____

**Production** method ONLY FOR EMBASSY SUPPLIED FABRICS:  
unlined, 200 % fold, by using:

<b><u>BRAND/MAKE</u></b>	<b><u>PRICE/ meter</u></b>	<b><u>EST. Quantity</u></b>	<b><u>TOTAL PRICE</u></b>
Thervoil 45	€ _____	750 m	€ _____
Bulcrame (double pleats)	€ _____	750 m	€ _____

## DRAPES IN BED/BATHROOMS AND FAMILY ROOMS

BRAND/MAKE	HEIGHT	PRICE/ meter	EST. Quantity	TOTAL PRICE
ADO, ref 1390, 100% polyester, with blackout	145 cm	€ _____	300 m	€ _____
ADO, ref 1390, 100% polyester, with blackout	220 cm	€ _____	400 m	€ _____
ADO, ref 1390, 100% polyester, with blackout	270 cm	€ _____	400 m	€ _____
ADO, ref 1390, 100% polyester, with blackout	295 cm	€ _____	400 m	€ _____
DELIUS, Satin, Blackout curtains Unlined, 130% fold	300 cm	€ _____	500 m	€ _____

**Production** method, unlined, 150 % fold, by using:

BRAND/MAKE	PRICE/ meter	EST. Quantity	TOTAL PRICE
Thervoil 45	€ _____	500 m	€ _____
Bulcrame (single pleats)	€ _____	500 m	€ _____

## SHEER CURTAINS

**Fabrics:** Tergal Plein Jour - hem OS - Color white

HEIGHT	PRICE/meter	EST. Quantity	TOTAL PRICE
180 cm	€ _____	700 m	€ _____
220 cm	€ _____	300 m	€ _____
245 cm	€ _____	300 m	€ _____
275 cm	€ _____	100 m	€ _____
300 cm	€ _____	50 m	€ _____

**Production:** ONLY FOR EMBASSY PROVIDED FABRICS: flat pleats, 250 % fold:

PRICE/running meter	EST. quantity	TOTAL PRICE
€ _____	1,000	€ _____

**3.5.2. FABRIC SUPPLIED BY THE EMBASSY**DRAPES IN LIVING AND/OR DININGROOMS

**Production** method, unlined, 200 % fold, by using:

<b>BRAND/MAKE</b>	<b>PRICE/ meter</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
Thervoil 45	€ _____	250 m	€ _____
Bulcrame (double pleats)	€ _____	250 m	€ _____

DRAPES IN BEDROOMS, KITCHENS AND FAMILY ROOMS:

**Production** method, unlined, 150 % fold, by using:

<b>BRAND/MAKE</b>	<b>PRICE/meter</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
Thervoil 45	€ _____	250 m	€ _____
Bulcrame (single pleats)	€ _____	250 m	€ _____

**Cost of fabric and production** of BLACK OUT curtains:

	<b>WIDTH</b>	<b>PRICE/panel</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
Blackout curtain, unlined, 130% fold	140 cm	€ _____	500 m	€ _____

SHEER CURTAINS

**Production** method, flat pleats, 250 % fold, WITH HEM, by using:

<b>BRAND/MAKE</b>	<b>PRICE/running meter</b>	<b>Estimated Quantity</b>	<b>TOTAL PRICE</b>
Thervoil 25	€ _____	100 m	€ _____

## 3.5.3. ACCESSORIES

			<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
<b>RAILS (including Hooks)</b>	Plastic	€ ____/meter	50	€ ____
	Metal	€ ____/meter	50	€ ____
	'sur équerre en alu'	€ ____/meter	40	€ ____
<b>RODS (with rings)</b>	Plastic (28 mm)	€ ____/meter	40	€ ____
	Plastic (35 mm)	€ ____/meter	40	€ ____
	Wooden (28 mm)	€ ____/meter	40	€ ____
	Wooden (35 mm)	€ ____/meter	40	€ ____
<b>INSTALLATION of Rails/rods</b>	Rails	€ ____/rail	150	€ ____
	Rods	€ ____/rod	150	€ ____
<b>CURTAIN PULLS</b>	Metal	€ ____/piece	300	€ ____

## 3.5.4. STORES (for roof-windows in bathrooms and/or bedrooms)

Prices cover purchase and installation

<b>BRAND/MAKE</b>	<b>Width x Height</b>	<b>PRICE</b>	<b>EST. Quantity</b>	<b>TOTAL PRICE</b>
Velux DKL (black out) for GGL3	94 x 160 cm	€ ____	10	€ ____
Velux DKL (black out) for GGL4	114 x 118 cm	€ ____	10	€ ____
Velux PAL (venitian, manual) for GGL3	94 x 160 cm	€ ____	10	€ ____
Velux PAL (venitian, manual) for GGL4	114 x 118 cm	€ ____	10	€ ____
Venitian blinds	60 x 100 cm	€ ____ / m2	20	€ ____
Vertical blinds	250 x 200 cm (lamel: 127 mm wide)	€ ____ / m2	10	€ ____

## 3.5.5. MINIMUM/MAXIMUM

During the effective period of the contract, including any options, which may be exercised, the Government shall order at least € 5,000.00 of services per year.

The total amount of all orders placed under this contract, including any options, which may be exercised, shall not exceed € 90,000.00 of services per year.

#### 4. GRAND TOTAL

The quoter shall complete this blank as part of the quote.

The Grand Total Estimated Contract Amount for the base and all optional periods of performance is:

Base Year Total:	€ . . . . .
First Option Year Total:	€ . . . . .
Second Option Year Total:	€ . . . . .
Third Option Year Total:	€ . . . . .
Fourth Option Year Total:	€ . . . . .
<b>GRAND TOTAL / 5 years:</b>	€ . . . . .

#### 5. EFFECTIVE ORDERING PERIOD

After contract award and submission of acceptable insurance certificates, the Contracting Officer shall issue a Notice to Proceed. The Notice to Proceed will establish a date (a minimum of ten (10) days from date of contract award unless the Contractor agrees to an earlier date) on which performance shall start.

- a) The effective ordering period under this contract starts on date shown in the Notice to Proceed and continues for twelve months.
- b) The Government may extend this contract under FAR 52.217-9, "Option to Extend the Term of the Contract" and 52.217-8, "Option to Extend Services".



**CONTINUATION TO SF-1449, RFQ NUMBER SBE200-11-Q-0004**

**SCHEDULE OF SUPPLIES/SERVICES, BLOCK 20**

**DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**

**1. SCOPE OF WORK**

The purpose of this fixed priced indefinite quantity / indefinite delivery contract is to purchase curtains, drapes and related products and to install them in real property owned or managed by the U.S. Government at Brussels and all located in the Brussels' area. The contract will be for a one-year period from the date of the contract award, with 4 (four) one-year options.

The Government will order all services under this contract by written task orders. This task order shall include: the date of the order, the contract number, the location of the property, a description of the work and the required completion date.

When requested to submit a firm-fixed price quotation for a task order, the Contractor shall compute a price for the required work by multiplying the unit prices in Section 3.1 by the amount of work required.

**2. PREPARATION/PROTECTION OF WORK AREA**

The measuring, installation of the curtains and/or drapes shall not disturb or damage any fixed property (including light fixtures, floors, carpets, or windows). The Contractor shall move, protect and return such property to its original position upon completion of work in that area.

If needed, the Contractor shall first remove or protect furnishings (such as furniture and rugs) by appropriate covering. After completion of the work, the Contractor shall return all furnishings to their original position, and leave the work area free of litter and debris.

**3. UTILITIES**

The Government cannot ensure that utilities will be available at all properties at all times. The Contractor shall have an alternate source of power (generator) available if needed to ensure that paint will be applied following the manufacturer's specifications. The Contractor shall not adjust the heating or air conditioning controls in properties with utilities turned on to maintain temperature. The Contractor shall have its own source of water available for clean up if water has been turned off in the property for winterization of the plumbing system.

**4. MANAGEMENT AND SUPERVISION**

The contractor shall designate a representative who shall be responsible for on-site supervision of the Contractor's workforce at all times. This supervisor shall be the focal point for the Contractor and shall be the point of contact with U.S. Government personnel. The supervisor shall have sufficient English language skill to be able to communicate with members of the U.S. Government staff. The supervisor shall have supervision as his or her sole function.

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## **5. PERSONNEL SECURITY**

Upon the request of the US Embassy, the Contractor shall provide the following list of data on each employee who will be working under the contract. The Contractor shall include a list of workers and supervisors assigned to this project. The Government will run background checks on these individuals. For each individual the list shall include: Completed form OF-174, a copy of the incumbent's ID card and a certificate of good conduct and behavior.

## **6. INVOICES**

Each invoice shall cite the date and number of the task order, a description of the work, itemized and total cost, the contract number and the address of the housing unit. A copy of the task order shall be appended to the invoice. The Government will make payment for all work under an individual task order in a lump sum for all completed and accepted work. The invoices shall be forwarded to: American Embassy, FMC, Regentlaan 25 Bd. du Regent at 1000 Brussels.

## **7. TASK ORDERS**

- A. General: The Government will order all services under this contract on a Delivery/Task Order Form OF-3471), issued by the Contracting Officer, as the need arises.
- B. Content Task orders shall include:
  - Date of order
  - Contract number
  - Task Order number
  - Location of property
  - Amount of work (square meters or linear meters)
  - Required completion date
- C. Procedures:
  - 1. Before issuing a task order, the Government may issue a written request for quotation that includes the work to be performed and the required completion date. The Contractor shall respond to that request for quotation in writing within three working days to the following address:
    - American Embassy
    - Attn. Contracting Officer
    - Regentlaan 25
    - 1000 Brussel
  - Alternatively, the Government may simply issue a firm-fixed price task order, if it has the measurements of the work to be performed.
  - 2. If requested to submit a firm-fixed price quotation for a task order, the Contractor shall compute a price for the required work by multiplying the unit prices in Section B by the amount of work required.

## **8. COMPLETION DATES UNDER TASK ORDERS**

The contractor shall complete and install each individual order within 15 (fifteen) working days from the date of the COR's acceptance of the price estimate. Once a definite installation schedule has been set, the contractor shall respect it fully. Any change in the installation date shall be set in mutual agreement with the COR.

## 9. ACCEPTANCE OF SCHEDULE

When the Government has accepted any time schedule, this acceptance shall be binding on the Contractor. The completion date is fixed and may be extended only by a written contract modification signed by the Contracting Officer. Acceptance or approval of any schedule or revision by the Government shall not:

- (1) extend the completion date or obligate the Government to do so;
- (2) constitute acceptance or approval of any delay, or;
- (3) excuse or relieve the Contractor of its obligation to maintain the progress of the work and achieve final completion by the established completion date.

## 10. WORKING HOURS

The Contractor shall perform all work during office hours, Mondays through Fridays from 0800 to 1700 hours except for the holidays identified in Section I, DOSAR 652.237-82, "Observance of Legal Holidays and Administrative Leave". The Contracting Officer may approve other hours, if the Contractor gives at least 24 hours advance notice. Contractor initiated changes in work hours will not be a cause for a price increase.

## 11. DELIVERABLES

The Contractor shall delivery the following items under this contract:

<u>Description</u>	<u>Quantity</u>	<u>Delivery Date</u>	<u>Deliver to</u>
Insurance	1	10 days after award	Contracting Officer
List of Personnel	1	10 days after award	COR
Construction Schedule	1	identified in each task order	COR
Payment Request/Invoice	1	completion of each task order	COR

## 12. INSURANCE

- 12.1 Amount of Insurance: The Contractor is required to provide whatever insurance is legally necessary. The Contractor shall, at its own expense, provide and maintain during the entire performance period the following insurance amounts:
- 12.2 General Liability (includes premises/operations, collapse hazard, products, completed operations, contractual, independent contractors, broad form property damage, personal injury):  
  
The Contractor shall, at its own expense, provide and maintain during the entire performance period the insurance amounts stipulated by the Belgian Government; i.e. 3.25% of the gross salary. For those contractor employees assigned to this contract who are either United States citizens or hired in the United States or its possessions, the contractor shall provide workers' compensation insurance in accordance with FAR 52.228-3
- 12.3 The types and amounts of insurance are the minimums required: The Contractor shall obtain any other types of insurance required by local law or that are ordinarily or customarily obtained in the location of the work. The limit of such insurance shall be as provided by law or sufficient to meet normal and customary claims.
- 12.4 For those Contractor employees assigned to this contract who are either United States citizens or direct hire in the United States or its possessions, the

Contractor shall provide workers' compensation insurance in accordance with FAR 52.228-3.

- 12.5 The Contractor agrees that the Government shall not be responsible for personal injuries or for damages to:
- a) any property of the Contractor,
  - b) its officers,
  - c) agents,
  - d) servants,
  - e) employees, or
  - f) any other person,
- arising from and incident to the Contractor's performance of this contract. The Contractor shall hold harmless and indemnify the Government from any and all claims arising, except in the instance of gross negligence on the part of the Government.
- 12.6 The Contractor shall obtain adequate insurance for damage to, or theft of, materials and equipment in insurance coverage for loose transit to the site or in storage on or off the site.
- 12.7 Government as Additional Insured: The general liability policy required of the Contractor shall name "the United States of America, acting by and through the Department of State", as an additional insured with respect to operations performed under this contract.
- 12.8 Time for Submission of Evidence of Insurance: The Contractor shall provide evidence of the insurance required under this contract within ten (10) calendar days after contract award. The Government may rescind or terminate the contract if the Contractor fails to timely submit insurance certificates identified above.

### **13. LANGUAGE PROFICIENCY**

The project manager assigned by the Contractor to superintend the work on-site, as required by Section I, 52.236-6, "Superintendence by the Contractor", shall be fluent in written and spoken English.

### **14. LAWS AND REGULATIONS**

- A. Compliance Required: The Contractor shall, without additional expense to the Government, be responsible for complying with all host country laws, codes, ordinances, and regulations applicable to the performance of the work, and with the lawful orders of any governmental authority having jurisdiction. Host country authorities may not enter the construction site without the permission of the Contracting Officer. Unless directed by the Contracting Officer, the contractor shall comply with the more stringent of:

- the requirements of such laws, regulations and orders or
- the contract.

If a conflict between the contract and such laws, regulations and orders, the Contractor shall promptly advise the Contracting Officer of the conflict and recommend a proposed course of action for resolution by the Contracting Officer.

- B. Labor, Health and Safety Laws and Customs: The Contractor shall comply with all local labor laws, regulations, customs and practices pertaining to labor, safety, and similar matters, to the extent that such compliance is not inconsistent with the requirements of this contract.

- C. Evidence of Compliance: The Contractor shall submit proper documentation and evidence satisfactory to the Contracting Officer of compliance with this clause.

## **15. SAFETY – ACCIDENT PREVENTION**

- A. General: The Contractor shall provide and maintain work environments and procedures that will:
- (1) safeguard the public and Government personnel, property, materials, supplies, and equipment exposed to contractor operations and activities;
  - (2) avoid interruptions of Government operations and delays in project completion dates; and
  - (3) control costs in the performance of this contract. For these purposes, the Contractor shall:
    - (a) Provide appropriate safety barricades, signs and signal lights;
    - (b) Comply with the standards issued by any local government authority having jurisdiction over occupational health and safety issues; and
    - (c) Take any additional measures the Contracting Officer determines to be reasonably necessary for this purpose.
- B. Records: The contractor shall maintain an accurate record of exposure data on all accidents incident to work performed under this contract resulting in:
- (1) death,
  - (2) traumatic injury,
  - (3) occupational disease, or
  - (4) damage to or theft or loss of property, materials, supplies, or equipment.
- The Contractor shall report this data as directed by the Contracting Officer.
- C. Subcontracts: The contractor shall be responsible for its subcontractors' compliance with this clause.
- D. Written Program: Before starting the work, the Contractor shall:
- (1) Submit a written proposal for implementing this clause; and
  - (2) Meet with the Contracting Officer to discuss and develop a mutual understanding of the overall safety program.
- E. The Contracting Officer shall notify the Contractor of any non-compliance with these requirements and the corrective actions required. The Contractor shall immediately take corrective action after receiving the notice. If the Contractor fails or refuses to promptly take corrective action, the Contracting Officer may issue an order suspending all or part of the work until satisfactory corrective action has been taken. The Contractor shall not be entitled to any equitable adjustment of the contract price or extension of the performance schedule for any suspension of work issued under this clause.

## **16. CONTRACTOR PERSONNEL**

### **A. Removal of Personnel**

The Contractor shall:

- (1) maintain discipline at the site and at all times;
- (2) take all reasonable precautions to prevent any unlawful, riotous or disorderly conduct by or amongst those employed at the site; and
- (3) take all reasonable precautions for the preservation of peace and protection of persons and property in the neighborhood of the project against unlawful, riotous, or disorderly conduct.

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The Contracting Officer may require, in writing that the Contractor remove from the work any employee that the Contracting Officer determines:

- (1) incompetent,
- (2) careless,
- (3) insubordinate or
- (4) otherwise objectionable, or
- (5) whose continued employment on the project is deemed by the Contracting Officer to be contrary to the Government's interests.

**B. Contractor Personnel Security**

After award of the contract, the Contractor has ten calendar days to submit to the Contracting Officer a list of workers and supervisors assigned to this project for the Government to conduct all necessary security checks. It is anticipated that security checks will take 30 days to perform. For each individual the list shall include:

Full Name, Place and Date of Birth, Current Address and a copy of the Identity card.

Failure to provide any of the above information may be considered grounds for rejections and/or resubmittal of the application. Once the Government has completed the security screening and approved the applicants a badge will be provided to the individual for access to the site. This badge may be revoked at any time due to the falsification of data, or misconduct on site. These passes must be displayed visibly by all Contractor personnel working on site. The Contractor shall inform its employees to be used under this contract that they may be subject to search by the Government when entering or leaving work. The Contractor shall return all passes upon conclusion of the contract.

**17. PAYMENT**

The Contractor shall submit invoices as instructed by FAR 52.212-4(g). The Government will make payment for all work under an individual task order in a lump sum for all completed and accepted work.

Invoices should be directed to: AMERICAN EMBASSY – FMC  
Regentlaan 27  
1000 BRUSSEL

**18. VALUE ADDED TAX (VAT)**

The US Government is exempted of all taxes. Therefore no tax shall be inserted on the contractor's invoices submitted. For each invoice and upon the contractor's request, the US Government can forward a VAT-exemption form, duly signed by the designated official.

## SECTION 2 - CONTRACT CLAUSES

FAR 52.212-4 CONTRACT TERMS AND CONDITIONS – COMMERCIAL ITEMS (JUN 2010), is incorporated by reference. (See SF-1449, block 27a).

FAR 52.212-5 CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS – COMMERCIAL ITEMS (OCT 2010)

As prescribed in 12.301(b)(4), insert the following clause:

### **CONTRACT TERMS AND CONDITIONS REQUIRED TO IMPLEMENT STATUTES OR EXECUTIVE ORDERS—COMMERCIAL ITEMS (OCT 2010)**

(a) The Contractor shall comply with the following Federal Acquisition Regulation (FAR) clauses, which are incorporated in this contract by reference, to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- (1) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).  
[ ] Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g));
- (2) 52.233-3, Protest After Award (AUG 1996) (31 U.S.C. 3553);
- (3) 52.233-4, Applicable Law for Breach of Contract Claim (OCT 2004) (Pub. L. 108-77, 108-78)

(b) The Contractor shall comply with the FAR clauses in this paragraph (b) that the Contracting Officer has indicated as being incorporated in this contract by reference to implement provisions of law or Executive orders applicable to acquisitions of commercial items:

- [ X ] (1) 52.203-6, Restrictions on Subcontractor Sales to the Government (Sept 2006), with Alternate I (Oct 1995) (41 U.S.C. 253g and 10 U.S.C. 2402).
- [ ] (2) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).
- [ ] (3) 52.203-15, Whistleblower Protections under the American Recovery and Reinvestment Act of 2009 (June 2010) (Section 1553 of Pub. L. 111-5)
- [ X ] (4) 52.204-10, Reporting Executive Compensation and First-Tier Subcontract Awards (JUL 2010) (Pub L. 109-282)(31 USC 6101 note)
- [ ] (5) – (20) Reserved
- [ X ] (21) 52.222-19, Child Labor—Cooperation with Authorities and Remedies (JUL 2010) (E.O. 13126).
- [ ] (22) 52.222-21, Prohibition of Segregated Facilities (Feb 1999).
- [ ] (23) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).
- [ ] (24) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Sept 2006) (38 U.S.C. 4212)
- [ ] (25) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793).
- [ ] (26) 52.222-37, Employment Reports on Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Sept 2006) (38 U.S.C. 4212)
- [ ] (27) 52.222-54, Employment Eligibility Verification (JAN 2009) (Executive Order 12989). (Not applicable to the acquisition of commercially available off-the-shelf items or certain other types of commercial items as prescribed in 22.1803.)

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- [ ] (28) (i) 52.223-9, Estimate of Percentage of Recovered Material Content for EPA-Designated Items (May 2008) (42 U.S.C.6962(c)(3)(A)(ii)). (Not applicable to the acquisition of commercially available off-the-shelf items.
  - [ ] (ii) Alternate I (May 2008) of 52.223-9 (42 U.S.C. 6962(i)(2)(C)). (Not applicable to the acquisition of commercially available off-the-shelf items.)
  - [ ] (29) 52.223-15, Energy Efficiency in Energy-Consuming Products (DEC 2007) (42 U.S.C. 8259b).
  - [ ] (30) (i) 52.223-16, IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products (Dec 2007) (E.O. 13423)
  - [ ] (ii) Alternate I (DEC 2007) of 52.223-16.
  - [ X ] (31) 52.223-18, Contractor Policy to Ban Text Messaging While Driving (SEP 2010) (E.O. 13513).
  - [ ] (32) Reserved
  - [ ] (33) (i) 52.225-3, Buy American Act—Free Trade Agreements—Israeli Trade Act (June 2009) (41 U.S.C. 10a-10d, 19 U.S.C. 3301 note, 19 U.S.C. 2112 note, Pub. L 108-77, 108-78, 108-286, 109-53 and 109-169).
  - [ ] (ii) Alternate I (Jan 2004) of 52.225-3.
  - [ ] (iii) Alternate II (Jan 2004) of 52.225-3.
  - [ X ] (34) 52.225-5, Trade Agreements (AUG 2009) (19 U.S.C. 2501, *et seq.*, 19 U.S.C. 3301 note).
  - [ X ] (35) 52.225-13, Restrictions on Certain Foreign Purchases (June 2008) (E.O.'s, proclamations, and statutes administered by the Office of Foreign Assets Control of the Department of the Treasury
  - [ ] (36) – (37) Reserved
  - [ ] (38) 52.232-29, Terms for Financing of Purchases of Commercial Item (FEB 2002)(41 USC 255(f), 10 USC 2307(f))
  - [ ] (39) 52.232-30, Installation Payments of Commercial Item (OCT 1995) (41 USC 255(f), 10 USC 2307 (f))
  - [ X ] (40) 52.232-33, Payment by Electronic Funds Transfer—Central Contractor Registration (Oct 2003) (31 U.S.C. 3332)
  - [ X ] (41) 52.232-34, Payment by Electronic Funds Transfer—Other than Central Contractor Registration (MAY 1999) (31 U.S.C. 3332)
  - [ ] (42) - (43) Reserved
  - [ ] (44)(i) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631
  - [ ] (ii) Alternate I (Apr 2003) of 52.247-64

(c) Reserved

(d) *Comptroller General Examination of Record:* The Contractor shall comply with the provisions of this paragraph (d) if this contract was awarded using other than sealed bid, is in excess of the simplified acquisition threshold, and does not contain the clause at 52.215-2, Audit and Records—Negotiation.

- (1) The Comptroller General of the United States, or an authorized representative of the Comptroller General, shall have access to and right to examine any of the Contractor's directly pertinent records involving transactions related to this contract.
- (2) The Contractor shall make available at its offices at all reasonable times the records, materials, and other evidence for examination, audit, or reproduction, until 3 years after final payment under this contract or for any shorter period



specified in FAR Subpart 4.7, Contractor Records Retention, of the other clauses of this contract. If this contract is completely or partially terminated, the records relating to the work terminated shall be made available for 3 years after any resulting final termination settlement. Records relating to appeals under the disputes clause or to litigation or the settlement of claims arising under or relating to this contract shall be made available until such appeals, litigation, or claims are finally resolved.

- (3) As used in this clause, records include books, documents, accounting procedures and practices, and other data, regardless of type and regardless of form. This does not require the Contractor to create or maintain any record that the Contractor does not maintain in the ordinary course of business or pursuant to a provision of law.

**(e)(1)[This paragraph applies only if award is made to a US Firm]**

Notwithstanding the requirements of the clauses in paragraphs (a), (b), (c), and (d) of this clause, the Contractor is not required to flow down any FAR clause, other than those in this paragraph (e)(1) in a subcontract for commercial items. Unless otherwise indicated below, the extent of the flow down shall be as required by the clause:

- (i) 52.203-13, Contractor Code of Business Ethics and Conduct (APR 2010) (Pub. L. 110-252, Title VI, Chapter 1 (41 U.S.C. 251 note)).
  - (ii) 52.219-8, Utilization of Small Business Concerns (May 2004) (15 U.S.C. 637(d)(2) and (3)), in all subcontracts that offer further subcontracting opportunities. If the subcontract (except subcontracts to small business concerns) exceeds \$650,000 (\$1.5m for construction of any public facility), the subcontractor must include 52.219-8 in lower tier subcontracts that offer subcontracting opportunities.
  - (iii) Reserved
  - (iv) 52.222-26, Equal Opportunity (Mar 2007) (E.O. 11246).
  - (v) 52.222-35, Equal Opportunity for Special Disabled Veterans, Veterans of the Vietnam Era, and Other Eligible Veterans (Sept 2006) (38 U.S.C. 4212).
  - (vi) 52.222-36, Affirmative Action for Workers with Disabilities (OCT 2010) (29 U.S.C. 793).
  - (vii) Reserved.
  - (viii) 52.222-41, Service Contract Act of 1965 (Nov 2007) (41 U.S.C. 351, *et seq.*)
  - (ix) 52.222-50, Combating Trafficking in Persons (Feb 2009) (22 U.S.C. 7104(g)).  
[ ] Alternate I (Aug 2007) of 52.222-50 (22 U.S.C. 7104(g)).
  - (x) 52.222-51, Exemption from Application of the Service Contract Act to Contracts for Maintenance, Calibration, or Repair of Certain Equipment-Requirements (Nov 2007) (41 U.S.C. 351, *et seq.*).
  - (xi) 52.222-53, Exemption from Application of the Service Contract Act to Contracts for Certain Services-Requirements (Feb 2009) (41 U.S.C. 351, *et seq.*).
  - (xii) 52.222-54, Employment Eligibility Verification (JAN 2009).
  - (xiii) 52.226-6, Promoting Excess Food Donation to Nonprofit Organizations (Mar 2009) (Pub. L. 110-247). Flow down required in accordance with paragraph (e) of FAR clause 52.226-6.
  - (xiv) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels (Feb 2006) (46 U.S.C. Appx. 1241(b) and 10 U.S.C. 2631). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.
- (2) While not required, the contractor may include in its subcontracts for commercial items a minimal number of additional clauses necessary to satisfy its contractual obligations.

## **ADDENDUM TO CONTRACT CLAUSES**

### **FAR AND DOSAR CLAUSES NOT PRESCRIBED IN PART 12**

#### **52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at: <http://acquisition.gov/far/index.html> or, <http://farsite.hill.af.mil/search.htm>

These addresses are subject to change. If the Federal Acquisition Regulation (FAR) is not available at the locations indicated above, use the Dept. of State Acquisition Website at <http://www.statebuy.state.gov> to see the links to the FAR. You may also use an Internet "search engine" (e.g., Yahoo, Excite, Alta Vista, etc.) to obtain the latest location of the most current FAR.

The following Federal Acquisition Regulation clauses are incorporated by reference:

<u>Clause</u>	<u>Title and Date</u>
52.225-14	Inconsistency Between English Version and Translation of Contract (FEB 2000)
52.228-4	Workers' Compensation and War-Hazard Insurance Overseas (APR 1984)
52.228-5	Insurance - Work on a Government Installation (JAN 1997)
52.232-34	Payment by Electronic Funds Transfer – Other the Central Contractor Registration (MAY 1999)

**The following FAR clauses are provided in full text:**

#### **52.216-18 ORDERING (OCT 1995)**

- (a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders or task orders by the individuals or activities designated in the Schedule. Such orders may be issued from date of award through base period or option periods if exercised.
- (b) All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order or task order and this contract, the contract shall control.
- (c) If mailed, a delivery order or task order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally, by facsimile, or by electronic commerce methods only if authorized in the Schedule.

#### **52.216-19 ORDER LIMITATIONS (OCT 1995)**

- (a) Minimum order: When the Government requires supplies or services covered by this contract in an amount of less than EUR 1,000.00, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract.
- (b) Maximum order. The Contractor is not obligated to honor:
  - (1) Any order for a single item in excess of than EUR 5,000.00;
  - (2) Any order for a combination of items in excess of than EUR 25,000.00; or

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- (3) A series of orders from the same ordering office within than 2 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.
- (c) If this is a requirements contract (i.e., includes the Requirement clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR)), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.
- (d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within than 3 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.

**52.216-22 INDEFINITE QUANTITY (OCT 1995)**

- (a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies and services specified in the Schedule are estimates only and are not purchased by this contract.
- (b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The Contractor shall furnish to the Government, when and if ordered, the supplies or services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum." The Government shall order at least the quantity of supplies or services designated in the Schedule as the "minimum."
- (c) Except for any limitations on quantities in the Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.
- (d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; *provided*, that the Contractor shall not be required to make any deliveries under this contract after one year beyond the contract's effective period.

**52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)**

The Government may require continued performance of any services within the limits and at the rates specified in the contract. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within the performance period of the contract.

**52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)**

- (a) The Government may extend the term of this contract by written notice to the Contractor within the performance period of the contract or within 30 days after funds for the option year become available, whichever is later.

- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.
- (c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 (five) years.

**52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)**

Funds are not presently available for performance under this contract beyond September 30 of the current calendar year. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond September 30 of the current calendar year, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

**THE FOLLOWING DOSAR CLAUSES ARE PROVIDED IN FULL TEXT:**

**652.204-70 DEPARTMENT OF STATE PERSONAL IDENTIFICATION CARD ISSUANCE PROCEDURES (AUG 2007)**

- (a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor's employees will require frequent and continuing access to DOS facilities, or information systems.
- (b) The DOS Personal Identification Card Issuance Procedures may be accessed at <http://www.state.gov/m/ds/rls/rpt/c21664.htm> .

(End of clause)

**CONTRACTOR IDENTIFICATION (JULY 2008)**

Contract performance may require contractor personnel to attend meetings with government personnel and the public, work within government offices, and/or utilize government email.

Contractor personnel must take the following actions to identify themselves as non-federal employees:

- 1) Use an email signature block that shows name, the office being supported and company affiliation (e.g. "John Smith, Office of Human Resources, ACME Corporation Support Contractor");
- 2) Clearly identify themselves and their contractor affiliation in meetings;
- 3) Identify their contractor affiliation in Departmental e-mail and phone listings whenever contractor personnel are included in those listings; and
- 4) Contractor personnel may not utilize Department of State logos or indicia on business cards.

(End of clause)

**652.216-70 ORDERING - INDEFINITE-DELIVERY CONTRACT (APR 2004)**

The Government shall use one of the following forms to issue orders under this contract:

- (a) The Optional Form 347, *Order for Supplies or Services*, and Optional Form 348, *Order for Supplies or Services Schedule - Continuation*; or,
- (b) The DS-2076, *Purchase Order, Receiving Report and Voucher*, and DS-2077, *Continuation Sheet*.

(End of clause)

**652.232-70 PAYMENT SCHEDULE AND INVOICE SUBMISSION (FIXED-PRICE)  
(AUG 1999)**

- (a) General: The Government shall pay the contractor as full compensation for all work required, performed, and accepted under this contract the firm fixed-price stated in this contract.
- (b) Invoice Submission: The contractor shall submit invoices in an original and 1 copy to the office identified in Block 18b of the SF-1449. To constitute a proper invoice, the invoice shall include all the items required by FAR 32.905(e).
- (c) Contractor Remittance Address: The Government will make payment to the contractor's address stated on the cover page of this contract, unless a separate remittance address is shown below:

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**652.237-72 OBSERVANCE OF LEGAL HOLIDAYS AND ADMINISTRATIVE LEAVE  
(APR 2004)**

All work shall be performed during office hours except for the holidays identified below. Other hours may be approved by the Contracting Officer's Representative. Notice must be given 24 hours in advance to COR who will consider any deviation from the hours identified above.

- a) The Department of State observes the following days as holidays:

<u>HOLIDAY</u>	<u>DAY</u>	<u>DATE</u>	<u>TYPE</u>
Martin Luther King Jr.'s Birthday	Monday	Jan 17, 2011	US
Washington's Birthday	Monday	Feb 21	US
Good Friday	Friday	April 22	Local/EU
Easter Monday	Monday	April 25	Belgian
*Labor Day (observed on)	Monday	May 2	Belgian
Memorial Day	Monday	May 30	US
Ascension Day	Thursday	Jun 2	Belgian
Whit Monday	Monday	Jun 13	Belgian
Independence Day	Monday	July 4	US
National Day	Thursday	July 21	Belgian
Assumption Day	Monday	Aug 15	Belgian
Labor Day	Monday	Sep 5	US
Columbus Day	Monday	Oct 10	US
All Saints Day	Tuesday	Nov 1	Belgian
Veterans Day	Friday	Nov 11	US/Belgian
Thanksgiving Day	Thursday	Nov 24	US
*Christmas Day (observed on)	Monday	Dec 26	US/Belgian
Boxing Day	Tuesday	Dec 27	Local/EU

Any other day designated by Federal law, Executive Order or Presidential Proclamation.

- b) When any such day falls on a Saturday or Sunday, the following Monday is observed. Observance of such days by Government personnel shall not be cause for additional period of performance or entitlement to compensation except as set forth in the contract.

**652.242-70 CONTRACTING OFFICER'S REPRESENTATIVE (COR) (AUG 1999)**

- (a) The Contracting Officer may designate in writing one or more Government employees, by name or position title, to take action for the Contracting Officer under this contract. Each designee shall be identified as a Contracting Officer's Representative (COR). Such designation(s) shall specify the scope and limitations of the authority so delegated; provided, that the designee shall not change the terms or conditions of the contract, unless the COR is a warranted Contracting Officer and this authority is delegated in the designation.
- (b) The COR for this contract is the Housing Coordinator.

**652.225-71 SECTION 8(A) OF THE EXPORT ADMINISTRATION ACT OF 1979, AS AMENDED (AUG 1999)**

- a) Section 8(a) of the U.S. Export Administration Act of 1979, as amended (50 U.S.C. 2407(a)), prohibits compliance by U.S. persons with any boycott fostered by a foreign country against a country which is friendly to the United States and which is not itself the object of any form of boycott pursuant to United States law or regulation. The Boycott of Israel by Arab League countries is such a boycott, and therefore, the following actions, if taken with intent to comply with, further, or support the Arab League Boycott of Israel, are prohibited activities under the Export Administration Act:
- (1) Refusing, or requiring any U.S. person to refuse to do business with or in Israel, with any Israeli business concern, or with any national or resident of Israel, or with any other person, pursuant to an agreement of, or a request from or on behalf of a boycotting country;
  - (2) Refusing, or requiring any U.S. person to refuse to employ or otherwise discriminating against any person on the basis of race, religion, sex, or national origin of that person or of any owner, officer, director, or employee of such person;
  - (3) Furnishing information with respect to the race, religion, or national origin of any U.S. person or of any owner, officer, director, or employee of such U.S. person;
  - (4) Furnishing information about whether any person has, has had, or proposes to have any business relationship (including a relationship by way of sale, purchase, legal or commercial representation, shipping or other transport, insurance, investment, or supply) with or in the State of Israel, with any business concern organized under the laws of the State of Israel, with any Israeli national or resident, or with any person which is known or believed to be restricted from having any business relationship with or in Israel;
  - (5) Furnishing information about whether any person is a member of, has made contributions to, or is otherwise associated with or involved in the activities of any charitable or fraternal organization which supports the State of Israel; and,
  - (6) Paying, honoring, confirming, or otherwise implementing a letter of credit which contains any condition or requirement against doing business with the State of Israel.
- b) Under Section 8(a), the following types of activities are not forbidden "compliance with the boycott," and are therefore exempted from Section 8(a)'s prohibitions listed in paragraphs (a)(1)-(6) above:
- (1) Complying or agreeing to comply with requirements:

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- (i) Prohibiting the import of goods or services from Israel or goods produced or services provided by any business concern organized under the laws of Israel or by nationals or residents of Israel; or,
  - (ii) Prohibiting the shipment of goods to Israel on a carrier of Israel, or by a route other than that prescribed by the boycotting country or the recipient of the shipment;
  - (2) Complying or agreeing to comply with import and shipping document requirements with respect to the country of origin, the name of the carrier and route of shipment, the name of the supplier of the shipment or the name of the provider of other services, except that no information knowingly furnished or conveyed in response to such requirements may be stated in negative, blacklisting, or similar exclusionary terms, other than with respect to carriers or route of shipments as may be permitted by such regulations in order to comply with precautionary requirements protecting against war risks and confiscation;
  - (3) Complying or agreeing to comply in the normal course of business with the unilateral and specific selection by a boycotting country, or national or resident thereof, of carriers, insurance, suppliers of services to be performed within the boycotting country or specific goods which, in the normal course of business, are identifiable by source when imported into the boycotting country;
  - (4) Complying or agreeing to comply with the export requirements of the boycotting country relating to shipments or transshipments of exports to Israel, to any business concern of or organized under the laws of Israel, or to any national or resident of Israel;
  - (5) Compliance by an individual or agreement by an individual to comply with the immigration or passport requirements of any country with respect to such individual or any member of such individual's family or with requests for information regarding requirements of employment of such individual within the boycotting country; and,
  - (6) Compliance by a U.S. person resident in a foreign country or agreement by such person to comply with the laws of that country with respect to his or her activities exclusively therein, and such regulations may contain exceptions for such resident complying with the laws or regulations of that foreign country governing imports into such country of trademarked, trade named, or similarly specifically identifiable products, or components of products for his or her own use, including the performance of contractual services within that country, as may be defined by such regulations.

**652.242-73 AUTHORIZATION AND PERFORMANCE (AUG 1999)**

- (a) The contractor warrants the following:
  - (1) That it has obtained authorization to operate and do business in the country or countries in which this contract will be performed;
  - (2) That it has obtained all necessary licenses and permits required to perform this contract; and,
  - (3) That it shall comply fully with all laws, decrees, labor standards, and regulations of said country or countries during the performance of this contract.
- (b) If the party actually performing the work will be a subcontractor or joint venture partner, then such subcontractor or joint venture partner agrees to the requirements of paragraph (a) of this clause.

### **SECTION 3 - SOLICITATION PROVISIONS**

FAR 52.212-1, Instructions to Offerors -- Commercial Items (JUN 2008), is incorporated by reference. (See SF-1449, block 27a).

ADDENDUM TO 52.212-1

Summary of instructions: Each offer must consist of the following:

1. A completed solicitation, in which the SF-1449 cover page (blocks 12, 17, 19-24, and 30 as appropriate), and Section 1 has been filled out.
2. Information demonstrating the quoter's ability to perform, including:
  - (a) Name of a Project Manager (or other liaison to the Embassy) who understands written and spoken English;
  - (b) Evidence that the quoter operates an established business with a permanent address and telephone listing;
  - (c) List of clients, demonstrating prior experience with relevant past performance information and references;
  - (d) Evidence that the quoter can provide the necessary personnel, equipment, and financial resources needed to perform the work;
  - (e) Evidence that the quoter has all licenses and permits required by local law (see DOSAR 652.242-73 in Section 2).
3. Completed section 5 of this solicitation.

Furthermore, the offeror shall provide a statement that the offeror, if awarded the contract, will get the required insurance, and the name of the insurance provider to be used.



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## **ADDENDUM TO SOLICITATION PROVISIONS**

### **FAR AND DOSAR PROVISIONS NOT PRESCRIBED IN PART 12**

#### **52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at: <http://acquisition.gov/far/index.html/> or <http://farsite.hill.af.mil/search.htm>

These addresses are subject to change. IF the FAR is not available at the locations indicated above, use of an Internet "search engine" (e.g., Yahoo, Infoseek, Alta Vista, etc.) is suggested to obtain the latest location of the most current FAR provisions.

#### **THE FOLLOWING FEDERAL ACQUISITION REGULATION SOLICITATION PROVISIONS ARE INCORPORATED BY REFERENCE:**

<u>Clause</u>	<u>Title and Date</u>
52.204-6	Data Universal Numbering System (DUNS) Number (APR 2008)
52.214-34	Submission of Offers in the English Language (APR 1991)

**The following DOSAR provision(s) is/are provided in full text:**

#### **652.206-70 COMPETITION ADVOCATE/OMBUDSMAN (AUG 1999) (DEVIATION)**

- (a) The Department of State's Competition Advocate is responsible for assisting industry in removing restrictive requirements from Department of State solicitations and removing barriers to full and open competition and use of commercial items. If such a solicitation is considered competitively restrictive or does not appear properly conducive to competition and commercial practices, potential offerors are encouraged to first contact the contracting office for the respective solicitation. If concerns remain unresolved, contact the Department of State Competition Advocate on (703) 516-1693, by fax at (703) 875-6155, or write to: U.S. Department of State, Competition Advocate, Office of the Procurement Executive (A/OPE), Suite 900, SA-27, Washington, DC 20522-2712.
- (b) The Department of State's Acquisition Ombudsman has been appointed to hear concerns from potential offerors and contractors during the pre-award and post-award phases of this acquisition. The role of the ombudsman is not to diminish the authority of the contracting officer, the Technical Evaluation Panel or Source Evaluation Board, or the selection official. The purpose of the ombudsman is to facilitate the communication of concerns, issues, disagreements, and recommendations of interested parties to the appropriate Government personnel, and work to resolve them. When requested and appropriate, the ombudsman will maintain strict confidentiality as to the source of the concern. The ombudsman does not participate in the evaluation of proposals, the source selection process, or the adjudication of formal contract disputes. Interested parties are invited to contact the contracting activity ombudsman, Ms. Andrea Nelson, at American Embassy Brussels. For an American Embassy or overseas post, refer to the numbers below for the Department Acquisition Ombudsman. Concerns, issues, disagreements, and recommendations which cannot be resolved at a contracting activity level may be referred to the Department of State Acquisition Ombudsman at (703) 516-1693, by fax at (703) 875-6155, or write to: Department of State,

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Acquisition Ombudsman, Office of the Procurement Executive (A/OPE), Suite 900,  
SA-27, Washington, DC 20522-2712.

Acquisition Method: The Government is conducting this acquisition using the simplified acquisition procedures in Part 13 of the Federal Acquisition Regulation (FAR). If the dollar amount exceeds the simplified acquisition threshold, then the Government will be using the test program for commercial items authorized by Subpart 13.5 of the FAR.

## **SECTION 4 - EVALUATION FACTORS**

Award will be made to the lowest priced, acceptable, responsible quoter. The quoter shall submit a completed solicitation, including Sections 1 and 5.

The Government reserves the right to reject proposals that are unreasonably low or high in price.

The lowest price will be determined by multiplying the offered prices times the estimated quantities in "Prices - Continuation of SF-1449, block 23", and arriving at a grand total, including all options, if any.

The Government will determine quoter acceptability will be determined by assessing the quoter's compliance with the terms of the RFQ.

The Government will determine quoter responsibility by analyzing whether the apparent successful quoter complies with the requirements of FAR 9.1, including:

- ✓ adequate financial resources or the ability to obtain them;
- ✓ ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- ✓ satisfactory record of integrity and business ethics;
- ✓ necessary organization, experience, and skills or the ability to obtain them;
- ✓ necessary equipment and facilities or the ability to obtain them; and
- ✓ otherwise qualified and eligible to receive an award under applicable laws and regulations.

## **ADDENDUM TO EVALUATION FACTORS**

### **FAR AND DOSAR PROVISION(S) NOT PRESCRIBED IN PART 12**

**The following FAR provisions are provided in full text:**

#### **52.217-5 EVALUATION OF OPTIONS (JUL 1990)**

The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

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## SECTION 5 - REPRESENTATIONS AND CERTIFICATIONS

### 52.212-3 OFFEROR REPRESENTATIONS AND CERTIFICATIONS – COMMERCIAL ITEMS (OCT 2010)

An offeror shall complete only paragraph (b) of this provision if the offeror has completed the annual representations and certifications electronically at <http://orca.bpn.gov>. If an offeror has not completed the annual representations and certifications electronically at the ORCA website, the offeror shall complete only paragraphs (c) through (o) of this provision.

(a) *Definitions.* As used in this provision:

"Emerging small business" means a small business concern whose size is no greater than 50 percent of the numerical size standard for the NAICS code designated.

"Forced or indentured child labor" means all work or service:

- (1) Exacted from any person under the age of 18 under the menace of any penalty for its nonperformance and for which the worker does not offer himself voluntarily; or
- (2) Performed by any person under the age of 18 pursuant to a contract the enforcement of which can be accomplished by process or penalties.

"Inverted domestic corporation" means a foreign incorporated entity which is treated as an inverted domestic corporation under 6 U.S.C. 395(b), *i.e.*, a corporation that used to be incorporated in the United States, or used to be a partnership in the United States, but now is incorporated in a foreign country, or is a subsidiary whose parent corporation is incorporated in a foreign country, that meets the criteria specified in 6 U.S.C. 395(b), applied in accordance with the rules and definitions of 6 U.S.C. 395(c).

"Manufactured end product" means any end product in Federal Supply Classes (FSC) 1000-9999, except:

- (1) FSC 5510, Lumber and Related Basic Wood Materials;
- (2) Federal Supply Group (FSG) 87, Agricultural Supplies;
- (3) FSG 88, Live Animals;
- (4) FSG 89, Food and Related Consumables;
- (5) FSC 9410, Crude Grades of Plant Materials;
- (6) FSC 9430, Miscellaneous Crude Animal Products, Inedible;
- (7) FSC 9440, Miscellaneous Crude Agricultural and Forestry Products;
- (8) FSC 9610, Ores;
- (9) FSC 9620, Minerals, Natural and Synthetic; and
- (10) FSC 9630, Additive Metal Materials.

"Place of manufacture" means the place where an end product is assembled out of components, or otherwise made or processed from raw materials into the finished product that is to be provided to the Government. If a product is disassembled and reassembled, the place of reassembly is not the place of manufacture.

"Restricted business operations" means business operations in Sudan that include power production activities, mineral extraction activities, oil-related activities, or the production of military equipment, as those terms are defined in the Sudan Accountability and Divestment Act of 2007 (Pub. L. 110-174). Restricted business operations do not include business operations that the person (as that term is defined in Section 2 of the Sudan Accountability and Divestment Act of 2007) conducting the business can demonstrate:

- (1) Are conducted under contract directly and exclusively with the regional government of southern Sudan;
- (2) Are conducted pursuant to specific authorization from the Office of Foreign Assets Control in the Department of the Treasury, or are expressly exempted under Federal law from the requirement to be conducted under such

authorization;

- (3) Consist of providing goods or services to marginalized populations of Sudan;
- (4) Consist of providing goods or services to an internationally recognized peacekeeping force or humanitarian organization;
- (5) Consist of providing goods or services that are used only to promote health or education; or
- (6) Have been voluntarily suspended.

"Service-disabled veteran-owned small business concern":

(1) Means a small business concern:

- (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and
- (ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service connected, as defined in 38 U.S.C. 101(16).

"Small business concern" means a concern, including its affiliates that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and size standards in this solicitation.

"Veteran-owned small business concern" means a small business concern:

- (1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and
- (2) The management and daily business operations of which are controlled by one or more veterans.

"Women-owned business concern" means a concern which is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

"Women-owned small business concern" means a small business concern:

- (1) That is at least 51 percent owned by one or more women; or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and
- (2) Whose management and daily business operations are controlled by one or more women.

(b)(1) *Annual Representations and Certifications*. Any changes provided by the offeror in paragraph (b)(2) of this provision do not automatically change the representations and certifications posted on the Online Representations and Certifications Application (ORCA) website.

(2) The offeror has completed the annual representations and certifications electronically via the ORCA website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of this offer that the representations and certifications currently posted electronically at FAR 52.212-3, Offeror Representations and Certifications—Commercial Items, have been entered or updated in the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201), except for paragraphs \_\_\_\_\_.

(c) Offerors must complete the following representations when the resulting contract will be performed in the United States or its outlying areas. Check all that apply.

- 
- (1) *Small business concern.* The offeror represents as part of its offer that it ☐ is, ☐ is not a small business concern.
  - (2) *Veteran-owned small business concern.* [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents as part of its offer that it ☐ is, ☐ is not a veteran-owned small business concern.
  - (3) *Service-disabled veteran-owned small business concern.* [Complete only if the offeror represented itself as a FAC 2005-46 September 29, 2010 Subpart 52.2—Text Of Provisions And Clauses 52.212-3 52.2-31 veteran-owned small business concern in paragraph (c)(2) of this provision] The offeror represents as part of its offer that it ☐ is, ☐ is not a service-disabled veteran-owned small business concern.
  - (4) *Small disadvantaged business concern.* [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents, for general statistical purposes, that it ☐ is, ☐ is not a small disadvantaged business concern as defined in 13 CFR 124.1002.
  - (5) *Women-owned small business concern.* [Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents that it ☐ is, ☐ is not a women-owned small business concern.
- NOTE:** Complete paragraphs (c)(6) and (c)(7) only if this solicitation is expected to exceed the simplified acquisition threshold.
- (6) *Women-owned business concern (other than small business concern).* [Complete only if the offeror is a women owned business concern and did not represent itself as a small business concern in paragraph (c)(1) of this provision.] The offeror represents that it ☐ is a women-owned business concern.
  - (7) *Tie bid priority for labor surplus area concerns.* If this is an invitation for bid, small business offerors may identify the labor surplus areas in which costs to be incurred on account of manufacturing or production (by offeror or first tier subcontractors) amount to more than 50 percent of the contract price:
- 
- (8) *Small Business Size for the Small Business Competitiveness Demonstration Program and for the Targeted Industry Categories under the Small Business Competitiveness Demonstration Program.* [Complete only if the offeror has represented itself to be a small business concern under the size standards for this solicitation.]
    - (i) [Complete only for solicitations indicated in an addendum as being set-aside for emerging small businesses in one of the designated industry groups (DIGs).] The offeror represents as part of its offer that it ☐ is, ☐ is not an emerging small business.
    - (ii) [Complete only for solicitations indicated in an addendum as being for one of the targeted industry categories (TICs) or designated industry groups (DIGs).] Offeror represents as follows:
      - (A) Offeror's number of employees for the past 12 months (check the Employees column if size standard stated in the solicitation is expressed in terms of number of employees); or
      - (B) Offeror's average annual gross revenue for the last 3 fiscal years (check the Average Annual Gross Number of Revenues column if size standard stated in the solicitation is expressed in terms of annual receipts).
  - (9) [Complete only if the solicitation contains the clause at FAR 52.219-23, Notice of Price Evaluation Adjustment for Small Disadvantaged Business Concerns, or FAR 52.219-25, Small Disadvantaged Business Participation Program—

*Disadvantaged Status and Reporting, and the offeror desires a benefit based on its disadvantaged status]*

(i) *General.* The offeror represents that either:

(A) It ☐ is, ☐ is not certified by the Small Business Administration as a small disadvantaged business concern and identified, on the date of this representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRONet), and that no material change in disadvantaged ownership and control has occurred since its certification, and, where the concern is owned by one or more individuals claiming disadvantaged status, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); or

(B) It ☐ has, ☐ has not submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(ii) ☐ *Joint Ventures under the Price Evaluation Adjustment for Small Disadvantaged Business Concerns.* The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements in 13 CFR 124.1002(f) and that the representation in paragraph (c)(9)(i) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. *[The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture: \_\_\_\_\_.]*

(10) *HUBZone small business concern.* *[Complete only if the offeror represented itself as a small business concern in paragraph (c)(1) of this provision.]* The offeror represents, as part of its offer, that:

(i) It ☐ is, ☐ is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by Number of Employees and by Average Annual Gross Revenues:

<input type="checkbox"/> 50 or fewer	<input type="checkbox"/> \$1 million or less
<input type="checkbox"/> 51–100	<input type="checkbox"/> \$1,000,001–\$2 million
<input type="checkbox"/> 101–250	<input type="checkbox"/> \$2,000,001–\$3.5 million
<input type="checkbox"/> 251–500	<input type="checkbox"/> \$3,500,001–\$5 million
<input type="checkbox"/> 501–750	<input type="checkbox"/> \$5,000,001–\$10 million
<input type="checkbox"/> 751–1,000	<input type="checkbox"/> \$10,000,001–\$17 million
<input type="checkbox"/> Over 1,000	<input type="checkbox"/> Over \$17 million

(11) the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR Part 126; and (ii) It ☐ is, ☐ is not a joint venture that complies with the requirements of 13 CFR Part 126, and the representation in paragraph (c)(10)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. *[The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture: \_\_\_\_\_.]* Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(d) *Representations required implementing provisions of Executive Order 11246:*

(1) Previous contracts and compliance. The offeror represents that:

(i) It ☐ has, ☐ has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation; and

- 
- (ii) It ☐ has, ☐ has not filed all required compliance reports.
- (2) *Affirmative Action Compliance.* The offeror represents that:
- (i) It ☐ has developed and has on file, ☐ has not developed and does not have on file, at each establishment, affirmative action programs required by rules and regulations of the Secretary of Labor (41 CFR parts 60-1 and 60-2), or
- (ii) It ☐ has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.
- (e) *Certification Regarding Payments to Influence Federal Transactions* (31 U.S.C. 1352)
- By submission of its offer, the offeror certifies to the best of its knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress on his or her behalf in connection with the award of any resultant contract. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.
- (f) *Buy American Act Certificate.* (Applies only if the clause at Federal Acquisition Regulation (FAR) 52.225-1, Buy American Act—Supplies, is included in this solicitation.)
- (1) The offeror certifies that each end product, except those listed in paragraph (f)(2) of this provision, is a domestic end product and that for other than COTS items, the offeror has considered components of unknown origin to have been mined, produced, or manufactured outside the United States. The offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products, *i.e.*, an end product that is not a COTS item and does not meet the component test in paragraph (2) of the definition of "domestic end product." The terms "commercially available off-the-shelf (COTS) item," "component," "domestic end product," "end product," "foreign end product," and "United States" are defined in the clause of this solicitation entitled "Buy American Act—Supplies."
- (2) Foreign End Products: *[List as necessary]*
- (3) The Government will evaluate offers in accordance with the policies and procedures of FAR Part 25.
- (g)(1) *Buy American Act—Free Trade Agreements—Israeli Trade Act Certificate.* N/A
- (h) *Certification Regarding Responsibility Matters (Executive Order 12689)*
- The offeror certifies, to the best of its knowledge and belief, that the offeror and/or any of its principals:
- (1) ☐ Are, ☐ are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
- (2) ☐ Have, ☐ have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a Federal, state or local government contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, violating Federal criminal tax laws, or receiving stolen property;
- (3) ☐ Are, ☐ are not presently indicted for, or otherwise criminally or civilly charged by a Government entity with, commission of any of these offenses enumerated in paragraph (h)(2) of this clause; and



- (4) ☐ Have, ☐ have not, within a three-year period preceding this offer, been notified of any delinquent Federal taxes in an amount that exceeds \$3,000 for which the liability remains unsatisfied.

Line Item No.	Country of Origin
_____	_____
_____	_____
_____	_____

- (i) Taxes are considered delinquent if both of the following criteria apply:

(A) *The tax liability is finally determined:* The liability is finally determined if it has been assessed. A liability is not finally determined if there is a pending administrative or judicial challenge. In the case of a judicial challenge to the liability, the liability is not finally determined until all judicial appeal rights have been exhausted.

(B) *The taxpayer is delinquent in making payment:* A taxpayer is delinquent if the taxpayer has failed to pay the tax liability when full payment was due and required. A taxpayer is not delinquent in cases where enforced collection action is precluded.

- (ii) *Examples*

(A) The taxpayer has received a statutory notice of deficiency, under I.R.C. §6212, which entitles the taxpayer to seek Tax Court review of a proposed tax deficiency. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek Tax Court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(B) The IRS has filed a notice of Federal tax lien with respect to an assessed tax liability, and the taxpayer has been issued a notice under I.R.C. §6320 entitling the taxpayer to request a hearing with the IRS Office of Appeals contesting the lien filing, and to further appeal to the Tax Court if the IRS determines to sustain the lien filing. In the course of the hearing, the taxpayer is entitled to contest the underlying tax liability because the taxpayer has had no prior opportunity to contest the liability. This is not a delinquent tax because it is not a final tax liability. Should the taxpayer seek tax court review, this will not be a final tax liability until the taxpayer has exercised all judicial appeal rights.

(C) The taxpayer has entered into an installment agreement pursuant to I.R.C. §6159. The taxpayer is making timely payments and is in full compliance with the agreement terms. The taxpayer is not delinquent because the taxpayer is not currently required to make full payment.

(D) The taxpayer has filed for bankruptcy protection. The taxpayer is not delinquent because enforced collection action is stayed under 11 U.S.C. §362 (the Bankruptcy Code).

- (j) *Place of manufacture.* (Does not apply unless the solicitation is predominantly for the acquisition of manufactured end products) For statistical purposes only, the offeror shall indicate whether the place of manufacture of the end products it expects to provide in response to this solicitation is predominantly:

(1) ☐ In the United States (Check this box if the total anticipated price of offered end products manufactured in the United States exceeds the total anticipated price of offered end products manufactured outside the United States); or

(2) ☐ Outside the United States.

- (k) *Certificates regarding exemptions from the application of the Service Contract Act.* (Certification by the offeror as to its compliance with respect to the contract also constitutes its certification as to compliance by its subcontractor if it subcontracts out the exempt services.) [The contracting officer is to check a box to indicate if paragraph (k)(1) or (k)(2) applies.]

[ ] (1) Maintenance, calibration, or repair of certain equipment as described in FAR 22.1003-4(c)(1). The offeror ☐ does ☐ does not certify that:

- (i) The items of equipment to be serviced under this contract are used regularly for other than Governmental purposes and are sold or traded by the offeror (or subcontractor in the case of an exempt subcontract) in substantial quantities to the general public in the course of normal business operations;
  - (ii) The services will be furnished at prices which are, or are based on, established catalog or market prices (see FAR 22.1003-4(c)(2)(ii)) for the maintenance, calibration, or repair of such equipment; and
  - (iii) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract will be the same as that used for these employees and equivalent employees servicing the same equipment of commercial customers.
- [ ] (2) Certain services as described in FAR 22.1003-4(d)(1). The offeror ☐ does ☐ does not certify that:
- (i) The services under the contract are offered and sold regularly to non-Governmental customers, and are provided by the offeror (or subcontractor in the case of an exempt subcontract) to the general public in substantial quantities in the course of normal business operations;
  - (ii) The contract services will be furnished at prices that are, or are based on, established catalog or market prices (see FAR 22.1003-4(d)(2)(iii));
  - (iii) Each service employee who will perform the services under the contract will spend only a small portion of his or her time (a monthly average of less than 20 percent of the available hours on an annualized basis, or less than 20 percent of available hours during the contract period if the contract period is less than a month) servicing the Government contract; and
  - (iv) The compensation (wage and fringe benefits) plan for all service employees performing work under the contract is the same as that used for these employees and equivalent employees servicing commercial customers.
- [ ] (3) If paragraph (k)(1) or (k)(2) of this clause applies:
- (i) If the offeror does not certify to the conditions in paragraph (k)(1) or (k)(2) and the Contracting Officer did not attach a Service Contract Act wage determination to the solicitation, the offeror shall notify the Contracting Officer as soon as possible; and
  - (ii) The Contracting Officer may not make an award to the offeror if the offeror fails to execute the certification in paragraph (k)(1) or (k)(2) of this clause or to contact the Contracting Officer as required in paragraph (k)(3)(i) of this clause.

(l) *Taxpayer Identification Number (TIN)* (26 U.S.C. 6109, 31 U.S.C. 7701). (Not applicable if the offeror is required to provide this information to a central contractor registration database to be eligible for award.)

- (1) All offerors must submit the information required in paragraphs (l)(3) through (l)(5) of this provision to comply with debt collection requirements of 31 U.S.C. 7701(c) and 3325(d), reporting requirements of 26 U.S.C. 6041, 6041A, and 6050M, and implementing regulations issued by the Internal Revenue Service (IRS).
- (2) The TIN may be used by the Government to collect and report on any delinquent amounts arising out of the offeror's relationship with the Government (31 U.S.C. 7701(C)(3)). If the resulting contract is subject to the payment reporting requirements described in FAR 4.904, the TIN provided hereunder may be matched with IRS records to verify the accuracy of the offeror's TIN.
- (3) *Taxpayer Identification Number (TIN)*.
  - ☐ TIN: \_\_\_\_\_.
  - ☐ TIN has been applied for.
  - ☐ TIN is not required because:
    - ☐ Offeror is a nonresident alien, foreign corporation, or foreign partnership that does not have income effectively connected with the conduct of a trade or

business in the United States and does not have an office or place of business or a fiscal paying agent in the United States;

- ☐ Offeror is an agency or instrumentality of a foreign government;
- ☐ Offeror is an agency or instrumentality of the Federal Government.

(4) *Type of organization.*

- ☐ Sole proprietorship;
- ☐ Partnership;
- ☐ Corporate entity (not tax-exempt);
- ☐ Corporate entity (tax-exempt);
- ☐ Government entity (Federal, State, or local);
- ☐ Foreign government;
- ☐ International organization per 26 CFR 1.6049-4;
- ☐ Other \_\_\_\_\_.

(5) *Common parent.*

- ☐ Offeror is not owned or controlled by a common parent;
- ☐ Name and TIN of common parent:  
Name \_\_\_\_\_.  
TIN \_\_\_\_\_.

(m) *Restricted business operations in Sudan.* By submission of its offer, the offeror certifies that the offeror does not conduct any restricted business operations in Sudan.

(n) *Prohibition on Contracting with Inverted Domestic Corporations*

(1) *Relation to Internal Revenue Code:* A foreign entity that is treated as an inverted domestic corporation for purposes of the Internal Revenue Code at 26 U.S.C. 7874 (or would be except that the inversion transactions were completed on or before March 4, 2003), is also an inverted domestic corporation for purposes of 6 U.S.C. 395 and for this solicitation provision (see FAR 9.108).

(2) *Representation:* By submission of its offer, the offeror represents that it is not an inverted domestic corporation and is not a subsidiary of one.

(o) *Sanctioned activities relating to Iran:*

(1) Unless a waiver is granted or an exception applies as provided in paragraph (o)(2) of this provision, by submission of its offer, the offeror certifies that the offeror, or any person owned or controlled by the offeror, does not engage in any activities for which sanctions may be imposed under section 5 of the Iran Sanctions Act of 1996.

(2) The certification requirement of paragraph (o)(1) of this provision does not apply if:

- (i) This solicitation includes a trade agreements certification (*e.g.*, 52.212-3(g) or a comparable agency provision); and
- (ii) The offeror has certified that all the offered products to be supplied are designated country end products. (*End of provision*)

(End of Clause)

## **ADDENDUM TO REPRESENTATIONS AND CERTIFICATIONS FAR AND DOSAR PROVISION(S) NOT PRESCRIBED IN PART 12**

### **THE FOLLOWING DOSAR PROVISION IS PROVIDED IN FULL TEXT:**

#### **652.225-70 ARAB LEAGUE BOYCOTT OF ISRAEL (AUG 1999)**

(a) Definitions: As used in this provision:

Foreign person means any person other than a United States person as defined below.

United States person means any United States resident or national (other than an individual resident outside the United States and employed by other than a United States person), any domestic concern (including any permanent domestic establishment of any foreign concern), and any foreign subsidiary or affiliate (including any permanent foreign establishment) of any domestic concern which is controlled in fact by such domestic concern, as provided under the Export Administration Act of 1979, as amended.

(b) Certification: By submitting this offer, the offeror certifies that it is not:

(1) Taking or knowingly agreeing to take any action, with respect to the boycott of Israel by Arab League countries, which Section 8(a) of the Export Administration Act of 1979, as amended (50 U.S.C. 2407(a)) prohibits a United States person from taking; or,

(2) Discriminating in the award of subcontracts on the basis of religion.

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